



# 4-H Online 2.0 Family Enrollment Guide

Updated 2020

Whether you are a new or returning family\*, this guide will help you through enrolling in Wisconsin 4-H. Please read this page for a summary of the steps needed to enroll.

**If you are a new family**, start with Creating a New 4-H Online Account on page 3. After you create your login account, you will be prompted to Add a New Member to the Family right away. To add additional family members, click on the *Add Member* button on your family member list screen.

**If you are a returning family**, start with Logging in to an Existing 4-H Online Account on page 2. To re-enroll any existing adult or youth member, click on the *Enroll Now* link for the member on your family member list screen. Instructions for re-enrolling a youth start on page 7 and instructions for adults on page 11.

\* Family can be a household or a recognized outside group (classroom, partner organization, etc.).

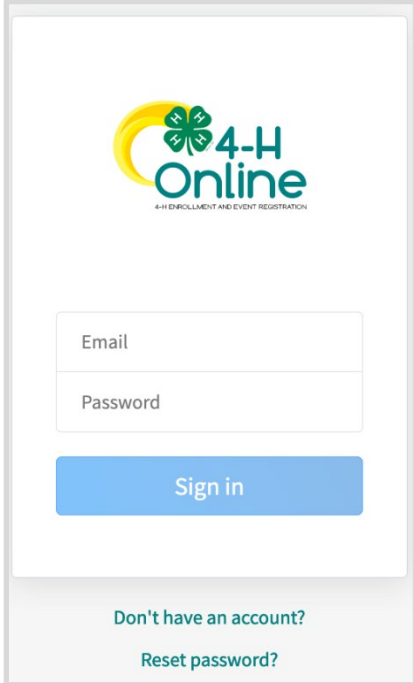
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## Logging in to an Existing 4-H Online Account

1. If you had an account in 4-H Online version 1.0, go to <http://wi.4honline.com>.
2. Enter your email address and password.
3. Click Sign-In

If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.



4-H Online  
4-H ENROLLMENT AND EVENT REGISTRATION

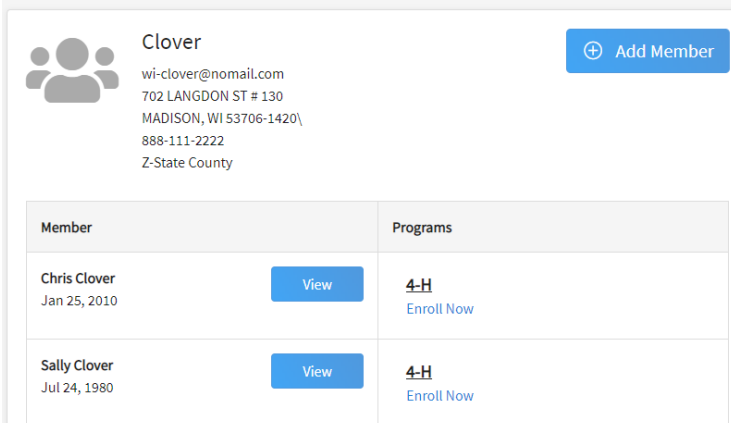
Email

Password

Sign in

Don't have an account?  
Reset password?

4. You will be at the Family Member List Screen.
5. To re-enroll a youth member, click on Enroll Now and skip to Youth Member Enrollment on page 7.
6. To re-enroll an Adult member, click on Enroll Now and skip to Adult Enrollment on page 11.
7. To add a new youth or adult member, click on the Add Member button and skip to Adding a New Member to the Family on page 5.



**Clover** ⊕ Add Member

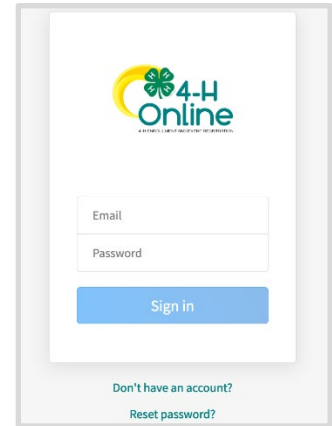
wi-clover@nomail.com  
702 LANGDON ST # 130  
MADISON, WI 53706-1420\  
888-111-2222  
Z-State County

Member		Programs
Chris Clover Jan 25, 2010	<span>View</span>	<b>4-H</b> Enroll Now
Sally Clover Jul 24, 1980	<span>View</span>	<b>4-H</b> Enroll Now

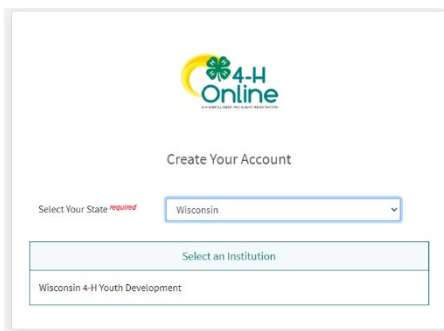
## Creating a New 4-H Online Account

1. Go to <http://wi.4honline.com>.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.

NOTE: If you had an account in 4-H Online 1.0, start at Logging in to an Existing 4-H Online Account on page 2.



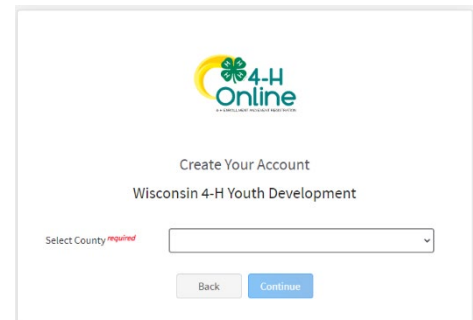
The screenshot shows the 4-H Online login interface. At the top is the 4-H Online logo. Below it are two input fields for 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom of the page, there are two links: 'Don't have an account?' and 'Reset password?'.



The screenshot shows the 'Create Your Account' page. The 4-H Online logo is at the top. Below it, the text 'Create Your Account' is centered. A dropdown menu labeled 'Select Your State *required*' has 'Wisconsin' selected. Below this is a button labeled 'Select an Institution'. Underneath the button, 'Wisconsin 4-H Youth Development' is listed as the selected institution.

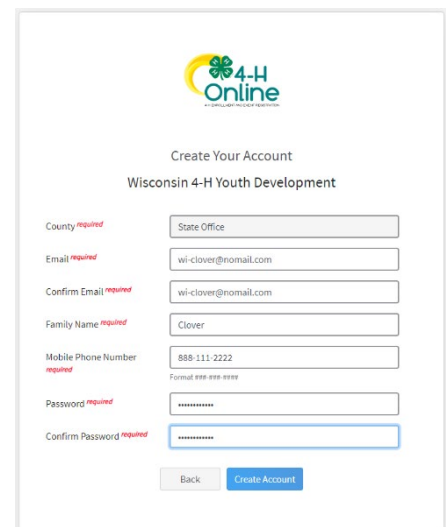
3. Select Wisconsin from the drop-down menu and then select Wisconsin 4-H Youth Development.

4. Choose your county from the drop-down menu.



The screenshot shows the 'Create Your Account' page for 'Wisconsin 4-H Youth Development'. The 4-H Online logo is at the top. Below it, the text 'Create Your Account' and 'Wisconsin 4-H Youth Development' are centered. A dropdown menu labeled 'Select County *required*' is shown. Below the dropdown are two buttons: 'Back' and 'Continue'.

5. Complete your family’s information
6. Click the Create Account button



The screenshot shows the 'Create Your Account' page for 'Wisconsin 4-H Youth Development' with various fields filled out. The 4-H Online logo is at the top. Below it, the text 'Create Your Account' and 'Wisconsin 4-H Youth Development' are centered. The form includes the following fields:

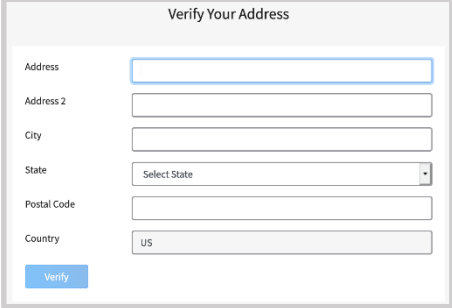
- County *required*: State Office
- Email *required*: wi-clover@riomail.com
- Confirm Email *required*: wi-clover@riomail.com
- Family Name *required*: Clover
- Mobile Phone Number *required*: 888-111-2222 (Format: ###-###-####)
- Password *required*: [masked]
- Confirm Password *required*: [masked]

At the bottom are two buttons: 'Back' and 'Create Account'.

7. Enter your family's address information.

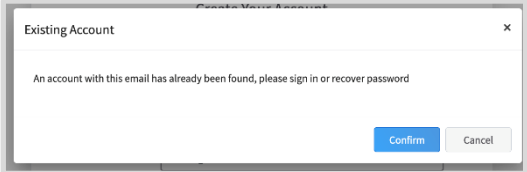
8. Click the Verify button.

NOTE: The verification process may require you to select an appropriate USPS format.



The image shows a web form titled "Verify Your Address". It contains several input fields: "Address", "Address 2", "City", "State" (a dropdown menu with "Select State" as the current selection), "Postal Code", and "Country" (pre-filled with "US"). A blue "Verify" button is located at the bottom left of the form.

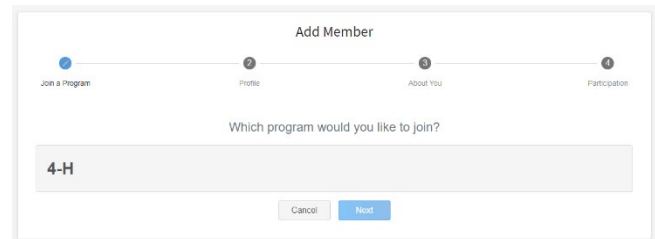
If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account on page 2.



The image shows a dialog box titled "Existing Account" with a close button (X) in the top right corner. The message inside reads: "An account with this email has already been found, please sign in or recover password". At the bottom right, there are two buttons: a blue "Confirm" button and a grey "Cancel" button.

## Adding a New Member to the Family

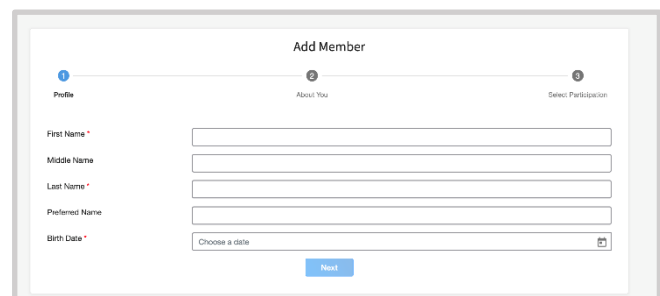
1. Click on 4-H.
2. Click the Next button.



The screenshot shows the 'Add Member' form at the 'Join a Program' step. A progress bar at the top indicates four steps: 1. Join a Program (active), 2. Profile, 3. About You, and 4. Participation. Below the progress bar, the text asks 'Which program would you like to join?'. The '4-H' option is selected and highlighted in a grey box. At the bottom, there are 'Cancel' and 'Next' buttons.

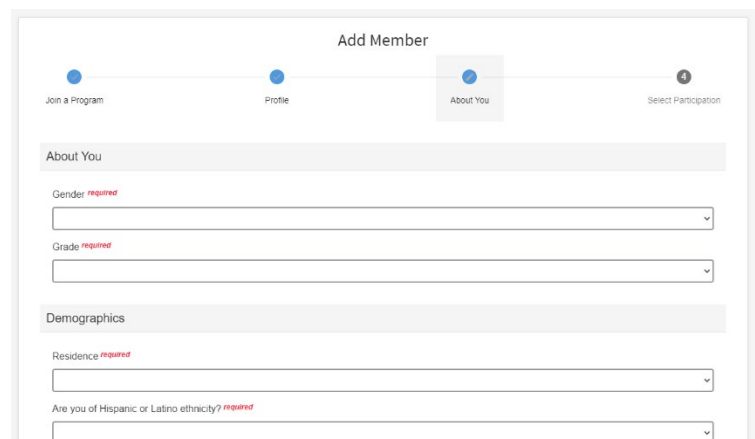
3. Enter the member's information.
4. Click the Next button.

NOTE: fields marked with a red *required* are required fields and must be completed.



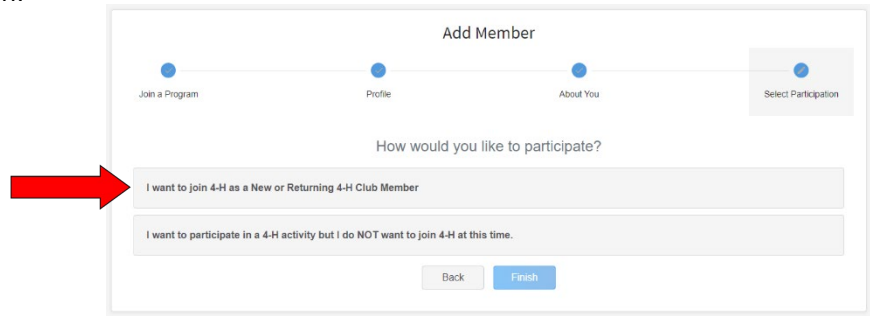
The screenshot shows the 'Add Member' form at the 'Profile' step. The progress bar shows steps 1. Profile (active), 2. About You, and 3. Select Participation. The form contains the following fields: 'First Name \*', 'Middle Name', 'Last Name \*', 'Preferred Name', and 'Birth Date \*'. The 'Birth Date' field has a date picker icon. A 'Next' button is at the bottom.

5. Complete the "About You", "Demographics", and "Emergency Contact" sections with the requested information.
6. Click the Next button.



The screenshot shows the 'Add Member' form at the 'About You' step. The progress bar shows steps 1. Join a Program, 2. Profile, 3. About You (active), and 4. Select Participation. The form is divided into two sections: 'About You' and 'Demographics'. The 'About You' section includes 'Gender required' and 'Grade required' dropdown menus. The 'Demographics' section includes 'Residence required' and 'Are you of Hispanic or Latino ethnicity? required' dropdown menus. A 'Next' button is at the bottom.

- 7. Select your method of participation.
- 8. Click the Finish button.



If you have selected that you will be participating as a New or Returning 4-H Club Member, continue to step 3 of Youth Member Enrollment on the next page.

If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment on page 11.

If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants.

If you would like to enroll as a Club Member or Volunteer at any time, click “Enroll Now” from the Member List and continue to Youth Member Enrollment or Adult Volunteer Enrollment

The screenshot shows a member profile for 'Clover' with the following contact information:
 

- wi-clover@nomail.com
- 702 LANGDON ST # 130
- MADISON, WI 53706-1420\
- 888-111-2222
- Z-State County

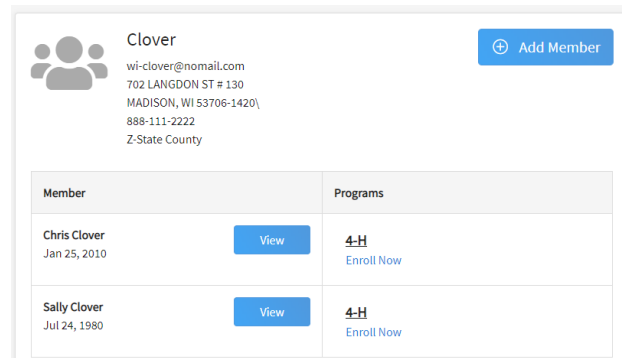
 There is an 'Add Member' button in the top right corner. Below the profile is a table with two columns: 'Member' and 'Programs'.

Member	Programs
Chris Clover Jan 25, 2010	4-H Enroll Now
Sally Clover Jul 24, 1980	4-H Enroll Now

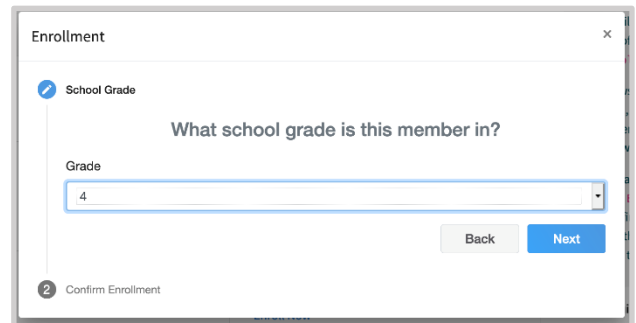
# Youth Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

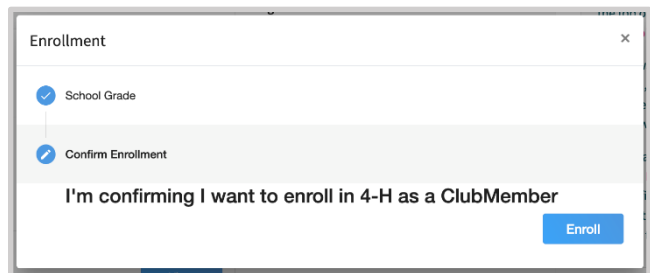
If you are a new member and your name is not yet listed, click “Add Member” and follow the steps for “Adding a New Member to the Family” on page 5, then continue to Step 1 below.



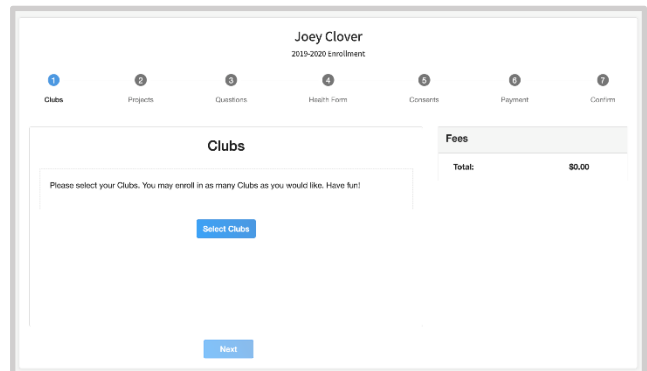
1. Select the member’s Grade and click Next.



2. Select to Confirm that you would like to enroll as a Club Member



3. Click the Select Clubs button



- If you are a club officer, select that from the Volunteer Type box. **\*SKIP THIS STEP**
- Click Add next to the Club you would like to join. **\*SISU ENDURANCE TEAM**
- Repeat steps 3-5 to add all of the Clubs in which you would like to participate.

- If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club
- Click the trash can icon to remove a Club from the list.
- Once all of your Clubs are added, click Next at the bottom of the screen.

- Click Select Projects

- Select the Club with which you want your project to be associated
- Scroll until you find the Project that you will be enrolling in. Use the Project Filter to search the list
- Click the Add button next to the project you want to add to the member's enrollment **\*SEE PROJECT OPTIONS BELOW**
- Repeat steps 10-13 for each project in which you would like to participate.

**SISU ENDURANCE TEAM PROGRAM PROJECT OPTIONS:**  
**XC SKI CLUB-SELECT CROSS COUNTRY SKIING OR CLOVERBUDS (YOUTH 8 AND UNDER)**  
**RUNNING CLUB - SELECT SPORTS**



NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click “Add”.

15. Click the trash can icon to remove any projects.

16. Click the Next button once all the member’s projects have been added.

Project	Club	
Adventures	Franklin Frankfurters	
Aerospace	Franklin Frankfurters	
Art	Franklin Frankfurters	

17. Click “Show Questions.

18. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.

NOTE: Any questions with a red *required* are required.

19. Click the Next button at the bottom of the screen when you are finished.

- 20. Click "Show Health Form".
- 21. During enrollment, you will be asked to complete the basic Health form fields and Consents.
- 22. Click the Next button at the bottom of the screen when you are done.

- 23. Click on "Show Consents".
- 24. Complete any Consents required.
- 25. Click the Next button at the bottom of the page when you are finished.
- 26. If applicable, review the fees for the member.
- 27. Click on Next.

- 28. Review the enrollment information.
- 29. Once you have verified that the clubs and projects are listed correctly, click the Submit button.

Congratulations, your enrollment is complete!

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List.

## Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

If you are a new volunteer and your name is not yet listed, click “Add Member” and follow the steps for “Adding a New Member to the Family” on page 5, then continue to Step 1 below.

1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year. At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.

2. Select a Volunteer Type
  - a. **Club Volunteer**
    - i. **Activity Leader**
    - ii. Club Enrollment Coordinator
    - iii. Club Leader
    - iv. Club Project Leader
  - b. Program Volunteer
    - i. Activity Leader
    - ii. Adult Advisor / Chaperone
    - iii. County Committee
  - c. Project Volunteer
    - i. County Project Committee
    - ii. Key Leader
    - iii. Project Leader
    - iv. Resource Leader

**\*SELECT CLUB VOLUNTEER**

3. Click Add next to your Volunteer Type Role  
 NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type  
 Some Volunteer Types require additional Consent forms. If additional Consent is required, you will be prompted to sign the Consent before the Volunteer Type will be added to your Record.

**\*SELECT ACTIVITY LEADER**

4. Repeat steps 1-4 for each Volunteer type that you would like to participate as
5. Click the small trash can icon to remove any Volunteer Types
6. Click Next.

7. If you have selected a Club Volunteer Type, click "Select Clubs" to choose the Clubs with which you would like to Volunteer.

**\*SELECT SISU ENDURANCE TEAM**

NOTE: If you did not select a Club Volunteer Type, you will not see this screen.

8. Select the County and Volunteer type that corresponds with the Club in which you would like to participate **\*SELECT IRON COUNTY**
9. Click Add next to the Club
10. Repeat steps 8-10 for each Club in which you would like to participate

11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects

NOTE: If you did not select a Project Volunteer Type, you will not see this screen.

12. Select Club if you are a project leader for a specific Club, and select the Club. Then select the Project Volunteer Type that best describes your involvement
13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County
14. Scroll until you find the Project that you will be working with. Use the Project Filter to search the list
15. Click Add next to the Project that you will be working with.

Some projects require additional Consents in order to participate. If an additional Consent is needed, you will be prompted to enter your signature and acceptance before the Project will be added to your record.

16. Click Show Questions
17. Complete the Questions section
18. When you are finished, click the Next button  
NOTE: Any questions with a red *required* are required

19. Click "Show Health Form".
20. During enrollment, you will be asked to complete the Basic Health Form fields and Consent.
21. Click the Next button at the bottom of the screen when you are done.

- 22. Complete the required Consents
- 23. Click Next at the bottom of the page.

- 24. Review the fees, if any
- 25. Click Next
- 26. If payment is not necessary, click the Next button

- 27. Click Submit

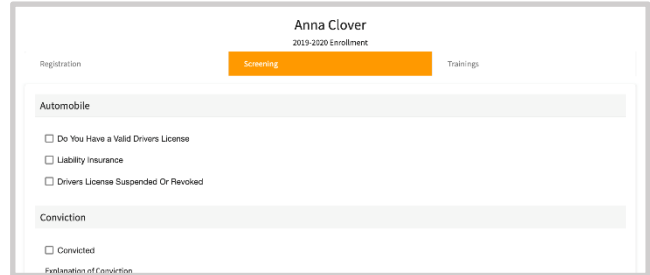
- 28. Additional steps (Screening and Training) are required for Adult Volunteers. Click Confirm to continue to any additional steps.

The additional steps may be completed at any time and in any order

## Volunteer Screening

Every adult volunteer is screened (criminal background check) upon initial enrollment and every four years thereafter. If you see the screening page, you need to be screened this year. Complete the screening form and associated Consent

Click Continue to Submit your screening approval.



Within a week you will receive an email from HireRight with a link to complete the screening process.

## Volunteer Training **\*ALL SET LEADERS MUST TAKE COMPLETE THE TRAININGS LISTED IN THEIR ACCOUNT AND VOLUNTEER SCREENING IN ORDER TO BE APPROVED.**

If you have not completed your Volunteer training, you will see a Training tab.

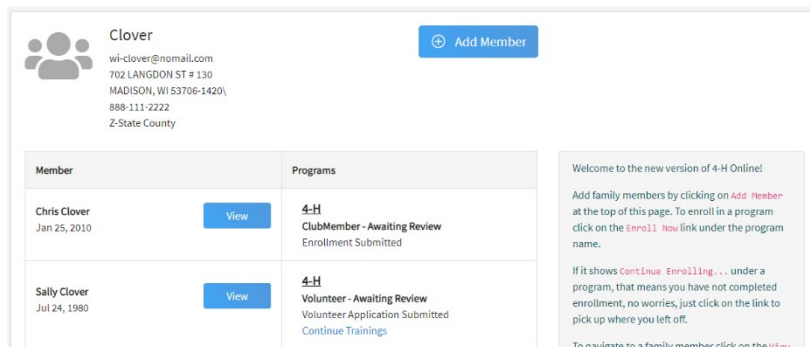
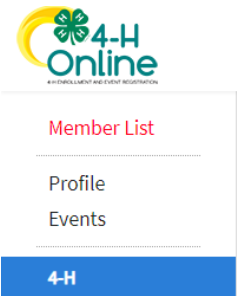
Click the title of the training to select a lesson.

Click on the lesson title to open the lesson and begin the training

## Continuing an Enrollment

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member List link in the upper left corner.

Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.



Member	Programs
Chris Clover Jan 25, 2010	4-H ClubMember - Awaiting Review Enrollment Submitted
Sally Clover Jul 24, 1980	4-H Volunteer - Awaiting Review Volunteer Application Submitted Continue Trainings

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